

achieving  
**SUCCESS**  
for all



Candidate Pack  
**Data Manager**  
February 2019



# WELCOME

Thank you for your interest in the Data Manager post currently advertised at our school. I thought it would be useful if I gave you a personal perspective of the school to help you to decide whether Churchdown is a place where you may be happy, thrive, and make a valuable contribution to the students in our community.

The school is going through an exciting stage in its development and we are seeking to appoint a dynamic Data Manager to join our high performing support team. The last few years has seen Churchdown go through a great many changes with significant improvements. Over the last four years we have seen outstanding improvements in our GCSE and A level results and we are one of the most improved schools in the country. At A level there was a significant increase in top grades with over half of grades A\*- B. We received more A grades than ever before and every student gained their first choice place at university. At GCSE 56% of our students passed at least 5 GCSEs including English and Maths and almost half of the grades were 9 - 5. Last year we were in the top 15% nationally and in the top 2% for Gloucestershire secondary schools for value added. Our most recent Ofsted reports recognise us as a 'good' school; however we still have a long way to go to achieve our aim.

Our aim as a school is quite simple: We want to be the 'very best school in England'. This means that at the end of their time at Churchdown School, the students could not have had a better educational experience at any other school. We want our students to develop into well-rounded individuals, ready to be successful in the next stage of their lives. Realising this aim is entirely dependent on all staff doing the best job they are capable of and it is the responsibility of the Leadership Team to ensure staff are fully supported in doing an outstanding job.

We are unashamedly a 'caring' school and our ethos is one of our strengths. It contributes significantly to the wellbeing of all members of our community. It is our mission to nurture the students unconditionally and provide them with an education that develops them academically and morally. This relies on staff being exemplary role models in everything we do at school. It is essential that we treat one another with dignity and respect.

Staff at Churchdown strive to build on the positive relationships that exist in school and the happy environment in which we work. We recognise that relationships are important and everyone works incredibly hard at this, whilst continuing to have the highest expectations in terms of work and engagement. Our journey to becoming 'truly great' is only possible if every member of staff 'does their bit' for each of the 195 days of the year. Staff recognise that they are central to the quality of experience the students receive and it is crucial that the message we all give is consistent. At Churchdown we think of school in terms of a stick of rock... wherever you break it the same message can be seen!

I truly believe Churchdown School has the potential to be outstanding in the next 12 months. If you are up for the challenge of playing a significant role in helping us achieve this, have a core belief that all students, no matter what their background or ability can achieve, have a passion for and a clear understanding of outstanding learning, you are definitely the right person for us.

Please feel free to telephone my PA, Jacqui Tilley, anytime on 01452 713340 if you would like any more information or if you would like to have a tour of the school, 'Every day is Open Day'. I hope you do apply because it really is a great opportunity and a fantastic place to work. I look forward to hearing from you.



Christopher Belli  
Headteacher

## Information about Churchdown School

Churchdown is an 11 to 18 Mixed Academy situated on the urban fringe of Gloucester. The school has 1347 students with 186 in the Sixth Form. We currently have 93 teaching staff and 75 Support staff. The school was a Foundation School but became an Academy in 2011. We accept students from over 30 Primary Schools and are over-subscribed.

The school is located on a large site and has a community use Sports Centre, Fitness Suite and floodlit Hard Play area. There are also extensive playing fields. There are excellent ICT facilities located in 9 fully equipped suites. Whilst we recognise there are some areas of the school site which require further modernisation, the members of our community which make up the school, we feel, make it great. We believe this is far more important than having a 'shiny new building'. The excellent relationships between students and staff help to create a positive and productive working environment for all.

As a community everything we do is based on our mission to 'serve' each student. We are an inclusive school and only appoint members of staff who, whatever their own beliefs and backgrounds, will actively support our ethos and 'put the student first'.

Our mission and core purpose statement fully reflects what it means to be part of our school community

**Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.**

**At Churchdown School the education we provide is guided by values of integrity, resilience, respect, ambition and tolerance. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.**

## School Development Priorities

The school improvement plan is our three-year strategic plan to help raise standards and improve the quality of education at Churchdown School.

At the heart of school improvement is the full commitment to delivering high quality learning experiences. This, coupled with our ethos, will remain a constant priority. However, there is recognition that we 'can' and 'should' be achieving higher standards of achievement. Our focus on supporting staff development will ensure that this priority is met and that we can help make Churchdown the best school in England.

A summary of the main priorities and how we will measure the success of these can be summarised by the following graphic. Our intention is that each of us **LEADS** so that, together, we can achieve **MORE**.

Specifically, the priorities are:

1. LEARNING THAT IS CONTINUAL, CONSISTENT AND OUTSTANDING
2. ETHOS THAT FOCUSES ON LEARNING, COLLABORATION AND CHALLENGE
3. ATTAINMENT AND ACHIEVEMENT THAT IS OUTSTANDING
4. DEVELOP AND MAXIMISE OPPORTUNITIES FOR STAFF
5. SIXTH FORM CULTURE AND LEARNING THAT IS OUTSTANDING

### LEARNING THAT IS CONTINUAL, CONSISTENT AND OUTSTANDING

- All lessons maintain the highest expectations of student engagement and quality of work
- High quality relationships between teacher and student are fostered and continually worked at
- Lessons and learning are vibrant and dynamic
- 'Outstanding' student learning and progress is central to everything we do
- Learning environments are stimulating and promote outstanding learning
- Students supported and encouraged to produce work that is 'outstanding', every lesson
- Resilience developed through effective feedback, rewards and a culture of 'no fear'

### ATTAINMENT AND ACHIEVEMENT THAT IS OUTSTANDING

- Of all GCSE grades at least 30% 9-7; 68% 9-; 88% 9-4
- Progress 8, at least 0.3; Attainment 8, at least 53.0
- Maths and English at least 25% 9-7; 60% 9-5; 82% 9-4
- KS4: All 'open bucket' subjects at least 80% 9 - 5; 100% vocational subjects
- KS5: 60% A-B; 85% A-C; 100% pass rate in all subjects
- Positive residuals in all subjects KS4 and 5
- At least 80% of all students in KS3 reaching their potential in all subjects
- Assessment without levels imbedded in all subject areas

### SIXTH FORM CULTURE AND LEARNING THAT IS OUTSTANDING

- Improve attainment and achievement
- Improve the quality of learning and teaching with a particular focus on independence, study skills and challenge
- Provide 'first class' guidance and support for life beyond sixth form
- Develop an extensive support programme for students applying for medicine/Oxbridge and to red brick universities
- Increase the number of students in our sixth form
- Become first choice for a higher percentage of the more able Year 11 students
- Promote student greater opportunities for leadership



### ETHOS THAT FOCUSES ON LEARNING, COLLABORATION AND CHALLENGE

- The school Mission Statement to be in 'practice' each day
- All Staff focus on supporting one another and have high quality relationships
- Staff work to build students' independence, resilience and love of learning
- All staff work to create a culture of transparency and collaboration
- Staff share collective intelligence and skill to improve practice
- All staff work together routinely to develop working practices
- Culture of achievement promoted by all staff
- A learning and nurturing culture for all stakeholders
- Leaders promote collaboration and joint thinking

### DEVELOP AND MAXIMISE OPPORTUNITIES FOR STAFF

- All staff motivated to improve and seek opportunities to develop
- Career pathways created for all staff
- Personalised learning approaches offered to professional training and Inset
- Programmes implemented to prepare staff for the next stage of their careers
- Opportunities provided for staff to share expertise across departments and observe excellence in other schools
- Staff expertise utilised to support one another with learning and teaching
- Opportunities created for research projects
- Extensive bank of resources created and available to facilitate learning and support planning

## **JOB DESCRIPTION**

**Job Title: DATA MANAGER**

## **CONTRACT DETAILS**

**Salary Scale** 26-30, £24799-£27905 (pro rata)

### **LINE MANAGER**

Assistant Headteacher (Curriculum)

### **JOB PURPOSE**

To take a lead role in managing whole School data and MIS. Provide appropriate support to staff to ensure provision for data management and communication within the centre is of the highest standard.

### **RESPONSIBILITIES**

#### **General Responsibilities**

- Responsibility for the efficient and timely management and organisation of school data
- Responsibility for the school management information system

#### **Data Management**

- Manage the day to day operation, maintenance of Pupil Data and integrity of the management information system (SIMS)
- Manage data analysis tools and assist in the analysis of school data
- Provide data to staff as requested
- Train key staff on the use of SIMS
- Set up SIMS for reporting cycles to produce reports and to manage staff queries.
- Maintain and develop target setting facilities within SIMS (or other data software)
- Support writing of the timetable in SIMS as required
- Extend the use of SIMS to serve the present and future needs of the school
- Complete all statutory returns as requested by the DfE including School Census, Workforce Census and Data Checking Exercises
- Populate YELLIS, ALIS and Fisher Family Trust (FFT) with relevant data and provide reports as required
- Assist in developing the use of the portal
- Have clear lines of communication with the staff you support
- Be aware of school procedures
- Ensure accurate input of sixth form examination entries, including the entry of accurate QAN Codes into SIMS to ensure correct receipt of sixth form funding

#### **Role Specific Responsibilities**

- Deliver a high quality, effective and professional data analysis service
- Produce appropriate reports for parents and school staff during each mentoring cycle
- Prepare statistical returns regarding pupil progress
- Manage school data information systems
- Manage school information and data successfully, ensuring its accuracy and suitability
- Produce and keep up to date an effective data procedures handbook
- Support the Assistant Head (Curriculum) in the production of the school timetable
- Maintain communication links with outside organisations and respond to requests for data

#### **Other**

- Offer general administration tasks

#### **Performance Management**

- To demonstrate a clear commitment to own professional development

## **PERSONAL SPECIFICATION**

### **Training, Qualifications and Experience**

#### **Essential**

- Educated to at least GCSE grade C or equivalent in English and Mathematics
- Evidence of an advanced level of competency of using data software applications and packages
- Experience of Microsoft application, particularly WORD and EXCEL
- Evidence of data analysis experience
- Evidence of working in a complex, busy, service driven environment
- Experience of working well within a team of staff
- Have experience of working within a secondary school

### **Professional knowledge and understanding**

#### **Essential**

- Knowledge of data analysis processes
- An ability to use advanced skills of data analysis both ICT based and numerically when required

### **Abilities and skills**

#### **Essential**

- Excellent interpersonal and communication skills, including the ability to relate well to all stakeholders
- Excellent command of written and spoken English
- Excellent organisational and data analysis skills, with the ability to remain calm under pressure, and work to tight deadlines
- Systematic approach to tasks and attention to details
- Evidence of a proactive approach to planning and prioritising work, with the ability to use initiative appropriately
- Ability to prioritise, maintain a high work rate and juggle a range of tasks and competing priorities
- Excellent ICT skills, competent and confident ability to enter a range of data on SIMS, competent with database input, and use of a range of Microsoft applications
- To be flexible to adapt to changing workload demands
- A commitment to own professional development and that of the whole staff
- A high level of integrity, with proven experience of handling sensitive information with professionalism and confidentiality
- Commitment to safeguarding and promoting the welfare of children

### **General**

- Be a team player
- Be proactive
- Have enthusiasm
- Enjoy working with young people
- Have the capacity to work very hard under pressure
- Be a good communicator
- Have personal integrity and the drive to do what is best for the students
- Have a sense of humour!

## **ADDITIONAL INFORMATION AND HOW TO APPLY**

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

“Mankind owes it to children  
the best it has to give.  
Their Life is Fragile.  
If they are to have a tomorrow  
Their needs must be met today.  
Many things can wait, but  
not the children.  
Now is the time that their  
bones are being formed.  
Their blood composed, and  
their senses developed.  
We cannot answer their ‘tomorrow’  
Their name is ‘today’.”

Gabriela Mistral

